



Ministry of Labour

e - Forms User Manual
(Renewal of National or GCC Labour Card)

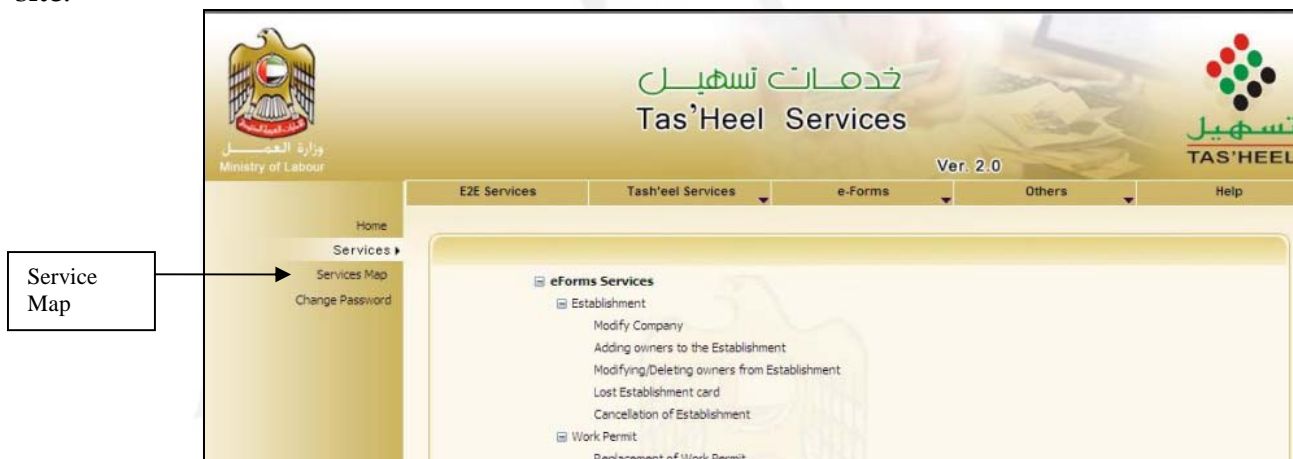
Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and then click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.



Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.

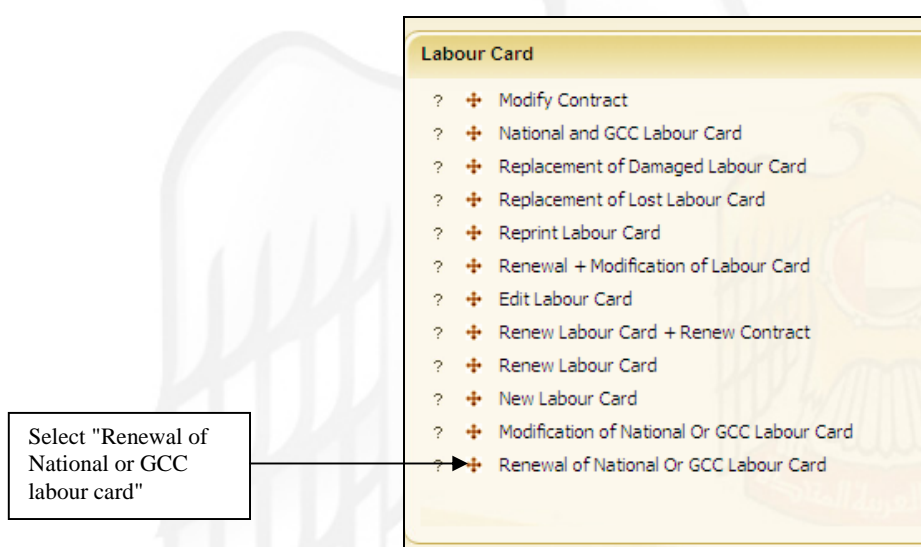
Renewal of National or GCC Labour Card

Introduction

Renewal of National or GCC labour card service is use to renew applicants Labour card. This service is available only for National or GCC applicants.

Functional Description

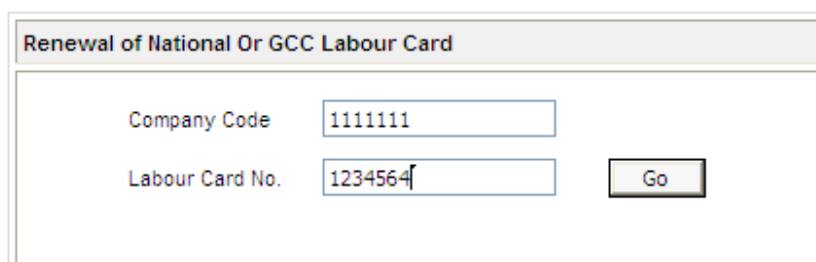
- Click on "Renewal of National or GCC Labour card".



The screenshot shows a window titled "Labour Card" with a list of options. A callout box on the left contains the text "Select 'Renewal of National or GCC labour card'" and an arrow pointing to the last option in the list: "Renewal of National Or GCC Labour Card".

Labour Card	
? +	Modify Contract
? +	National and GCC Labour Card
? +	Replacement of Damaged Labour Card
? +	Replacement of Lost Labour Card
? +	Reprint Labour Card
? +	Renewal + Modification of Labour Card
? +	Edit Labour Card
? +	Renew Labour Card + Renew Contract
? +	Renew Labour Card
? +	New Labour Card
? +	Modification of National Or GCC Labour Card
? +	Renewal of National Or GCC Labour Card

- Enter company code, labour card No. and press "GO".



The screenshot shows a form titled "Renewal of National Or GCC Labour Card". It contains two input fields: "Company Code" with the value "1111111" and "Labour Card No." with the value "1234564". A "Go" button is located to the right of the "Labour Card No." field.

Renewal of National Or GCC Labour Card	
Company Code	1111111
Labour Card No.	1234564
<input type="button" value="Go"/>	

- On clicking "GO" a form is displayed that needs to be completed.

Renewal of National Or GCC Labour Card					
User Name: RAFITEST			Date: 16/08/2011 11:55:10		
Company Information					
Company Number	24292	2-B	License No	1022023	Expiry Date
Company Name		GOLDEN SPIKE & WHEAT EST			
PO Box	8969	Emirate	Abu Dhabi	Labour Office	Abu Dhabi
Employee Information					
Card Number	29562678	Issue Date	12/04/2011	Expiry Date	12/04/2014
Card Type	National and GCC Labor Card				
Person Name	ABDULLA ALI SAEED AL HUSSEINY				
Passport Number	1264995	Expiry Date	29/03/2009		
Nationality	EMIRATES				
Passport Information (If Passport Renewed)					
Passport No *			Nationality *		
Issue Date *			Expiry Date *		
Issue Place (Arb) *			Issue Place (Eng) *		
Emirates ID Number *			Unified File Number *		
Documents Scanned*	Contract Added <input type="checkbox"/> Yes <input checked="" type="radio"/> No				
Contact Information					
Person Name (English) *			Person Name (Arabic) *		
ID Number *			ID Type *	SELECT ID TYPE	
Mobile No. *					
Attachments		Contract Information		Save	

- Labour card can be renewed a maximum of 2 months before its expiry date.
- Fields with (*) are mandatory and needs to be filled.
- Enter contact information of the person who should be contact in future for any reference.
- Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.
- The following attachments are required to be scanned and uploaded.
 - Applicants Photo
- Complete applicant contract information.

Contract Information			
UserName: RAFITEST		Date: 16/08/2011 10:39:17	
Probation Period (Month) *	<input type="text" value="3"/>	Annual Leave(Days) *	<input type="text" value="30"/>
Basic Salary *	<input type="text" value="10000"/>	Subscription Salary	<input type="text" value="8000"/>
Contract Type *	<input type="radio"/> Limited <input checked="" type="radio"/> UnLimited		
Start Date *	<input type="text" value="16/08/2011"/>	Contract Period(Years)	<input type="text"/>
Allowances & Bonuses			
Periodicity Arabic	<input type="text"/>	Periodicity English	<input type="text"/>
Allowances & Bonuses Arabic	<input type="text"/>	Allowances & Bonuses English	<input type="text"/>
Amount	<input type="text"/>	Continuity	<input checked="" type="radio"/> Yes <input type="radio"/> No
<input type="button" value="Add"/>			
Periodicity	Allowances & Bonuses	Amount	Continuity
travelling	1000	2000	Yes Remove
Other Benefits			
Benefits Arabic	<input type="text"/>	Benefits English	<input type="text"/>
<input type="button" value="Save"/>		<input type="button" value="Close"/>	

- If the applicant gets additional allowances & Bonus, please enter the details and click on Add.
- On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.

https://www.cbddirect.ae - Attijari Online - Direct Debit - Microsoft Internet Explorer

بنك دبي التجاري
Commercial Bank of Dubai

Welcome

TO ATTIJARI DIRECT DEBIT

Please Enter your User ID and Password then press login:

User ID:

Password:

- On completion of payment you will receive a receipt which needs to be given to the customer.



MB090098652AE

التاريخ : 09-53-05 21/05/2009
مكتب عمل : أبي ظبي
اسم المنشأة : الجبر للثقافة والفنون العامة ذم
نوع المصادقة : تصريح عمل إلكتروني

1. This is sample text for electronic work permit

2.
3. في حالة تقديم بيانات غير صحيحة، سيتم إلغاء الطلب وتطبيق قانون العقوبات، وفرض غرامة قدرها 10,000 درهم للمخاللة الواحدة.

Note

Application with wrong information will be cancelled and dealt as per sanction of laws. Fines up to 10,000 AED per application may be imposed

- تعليمات وإرشادات -

- يجب إرفاق صورة الترخيص التجارية.
- يجب إرفاق صورة بطاقة ائتمان المزدوج.
- يجب إرفاق صورة ترميز الترخيص.
- نموذج الترخيص الخاص.
- يجب إرفاق صورة الجواز - إن لم يكن الترخيص تكملي.
- 200 درهم رسوم من قبل مكتب الترخيص.
- شهادة الترخيص الصحية يجب أن تكون صادرة من وزارة الصحة أو دائرة الصحة الخاصة بكل إمارة ولا تقبل أي شهادة صادرة من المستشفيات أو العيادات الخاصة ابتداءً من 2007/11/30.

Medical Fitness Certificate Should be attested by either ministry of health or the local health department belongs to the emirates. Certificates attested by private clinics or hospitals will not be accepted starting from 01/11/2007

- يجب تسليم المعاملة في وزارة العمل فقط وليس في الجريدة.

- يجب تقديم طلب نقل الكفالة للوزارة بعد أقصي مائة يومين من تاريخ إنتهاء البطاقة ويرفق الطلب بعد إنتهاء مدة المدة.

Receipt